User Manual
on
Issuance of Trade License (Certificate of Enlistment) in Municipal Areas
for
State-wise Rollout
of
e-District MMP
in
West Bengal

TCS LTD

User Manual
On

Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

For

State-wise Roll Out of e-District MMP in West Bengal

Prepared By:
TCS Ltd., Kolkata

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Introduction

1.1 Application Overview

e-District is the project that aims at electronic delivery of identified high volume citizen centric services, at district and sub district level by utilizing the four pillars of infrastructure namely, SDCs, SWANs, SSDGs and Kiosks, optimally to deliver public services electronically to citizens at their door steps.

e-District has been envisaged by Government of West Bengal as automation of workflow and internal processes of District Administration for providing services to the citizens. This project is of paramount importance to the State as it would help in moving towards electronic workflow system for the district administration and help in providing efficient individual department services through Citizen Portal and Kiosk Centres, which would be the primary front end channels as envisaged in the project.

1.2 Functional Scope of the System

The system is intended for electronification of the Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

Scope of the system mainly includes application submission, Approval, License Generation and Report Generation Process. The System also allows the status inquiry for the application Submitted and maintaining of an Electronic Register.

System will be accessed at following places for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

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- Kiosks
- Citizen Portal
- Department

1.3 Document Usage Description

This User Manual describes the step-wise process for **Issuance of Trade License (Certificate of Enlistment) in Municipal Areas** in West Bengal e-District Application. It explains how the citizen can apply the application form.

1.4 Related Documents

Software Requirement Specifications

1.5 Customer Support

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Kolkata – 700 016

1.6 Acronyms and Abbreviations

CAF	Combined Application Form
AIN	Application Identification Number
ADM(G)	Additional District Magistrate
ALC	Assistant Labour Commissioner

AR	Additional Registrar
ASO	Assistant Statistical Officer
BCW	Backward Class Welfare
BCWI	Backward Class Welfare Inspector
BDO	Block Development Officer
BI	Block Inspector
CEO	Chief Executive Officer
DA	Dealing Agent
DTO	District Level Treasury Officer
DM	District Magistrate
E-District	Electronic District
EO	Enquiry Officer
ETaal	Electronic Transaction Aggregation & Analysis Layer
LWFC	Labour Welfare Facilitation Centre
MED	Municipal Engineering Directorate
MMP	Mission Mode Project
MSDG	Mobile Services Delivery Gateway
RLO	Regional Labour Offices
SDC	State Data Centre
SDO	Sub-Divisional Officer
SMS	Short Messaging Service
SRS	Software Requirement Specifications
SSDG	State e-Governance Services Delivery Gateway
SWAN	State Wide Area Network
UAIN	Unique Application Identification Number
ULB	Urban Local Bodies
WEBEL	West Bengal Electronic Industry Development Corporation Limited

WB e-District application notifies the applicant about the status of the application via SMS and email. Similarly the approver gets notification from the system for the pending applications.

2 Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

2.1 Login to the Application

In order to log in to the West Bengal e-District Application, the user should open an internet browser, type the URL (https://edistrict.wb.gov.in/PACE/login.do) in the address bar and press Enter. West Bengal e-District Application login page appears as below:

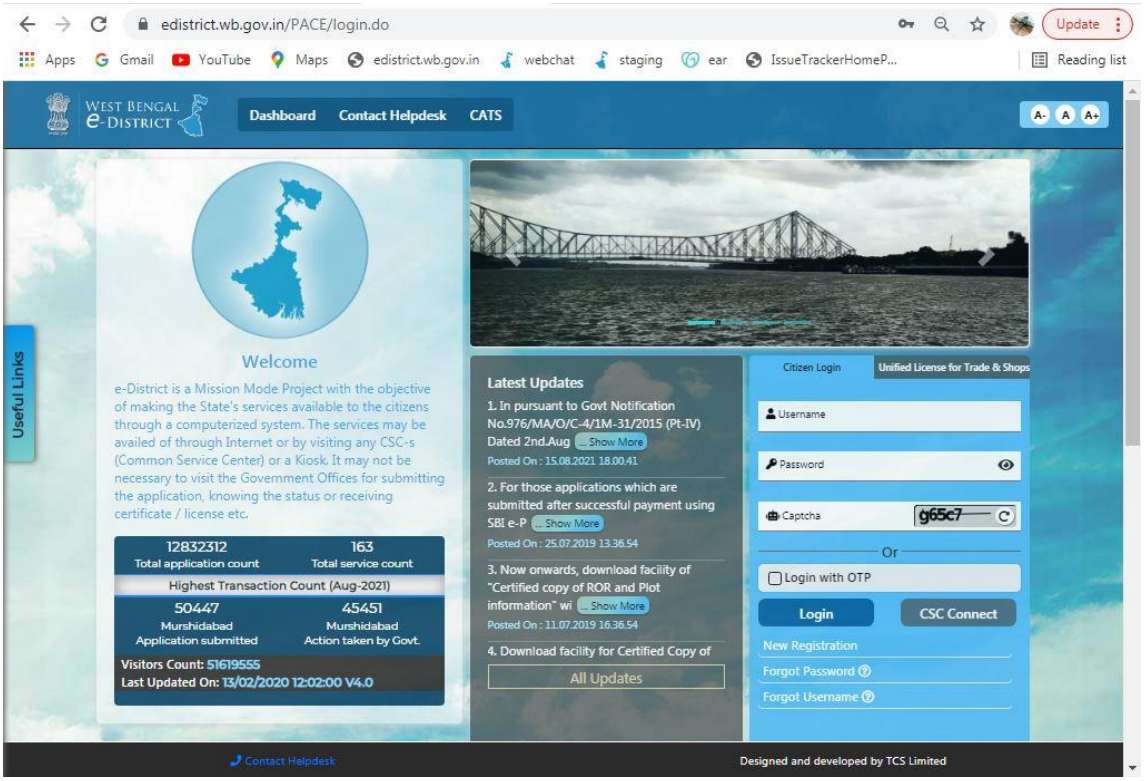


Figure 1: West Bengal e-District Login Page

The login page contains a 'Welcome' message for the users of West Bengal e-District application. Login option is for Citizen or Kiosk User. The user should select the tab 'Citizen Login' and proceed.

The user cans enter User Name and Password and type the Captcha as it appears in the screen. Press **Login** to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on **New Registration**. If the applicant has forgotten the Password or Username, then click on **Forgot Password** or **Forgot Username** as the case may be.

2.2 Home Page

After login to West Bengal e-District, the Home page appears. It shows the comprehensive list of services under Department column. The Issuance of Trade License (Certificate of Enlistment) in Municipal Areas is a service under the UD&MA Category as shown below:

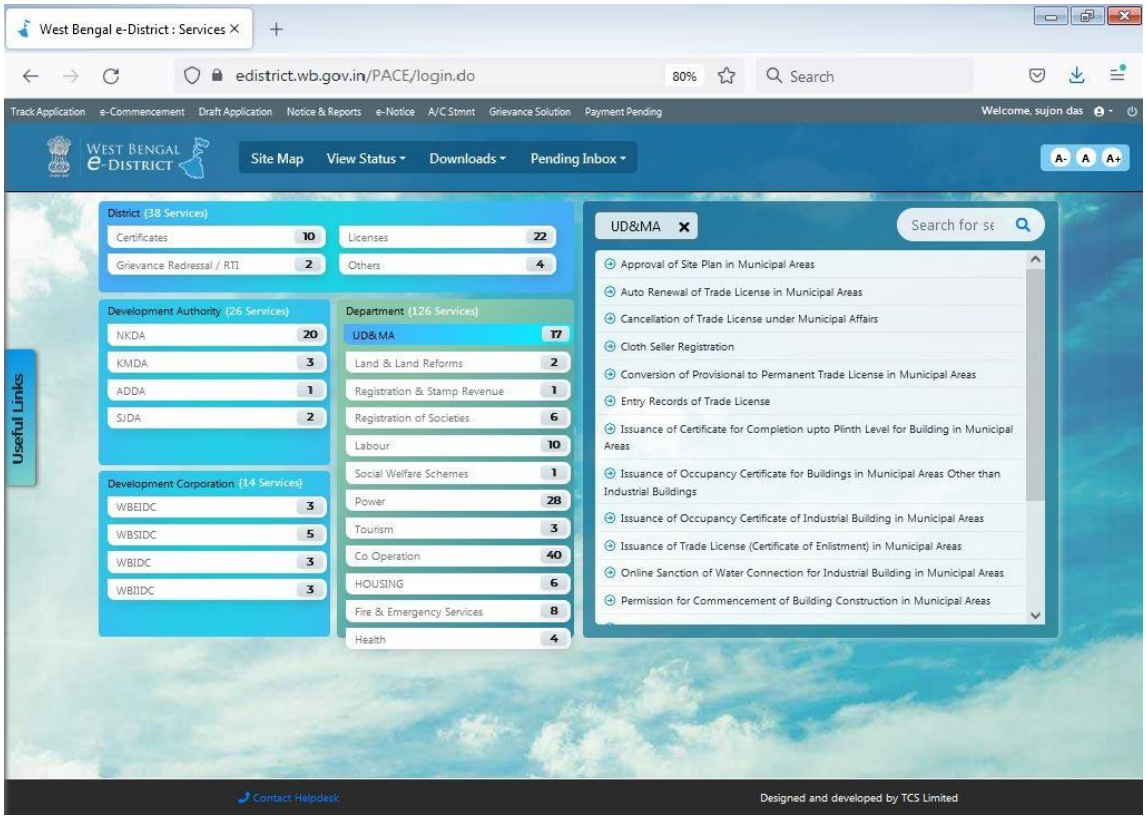


Figure 2: Home Page

2.3 Instruction and Requirements of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

To apply for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas, the user needs to select the correct option under services provided and user is directed to the Home screen which contains basic instructions for the user as shown below:

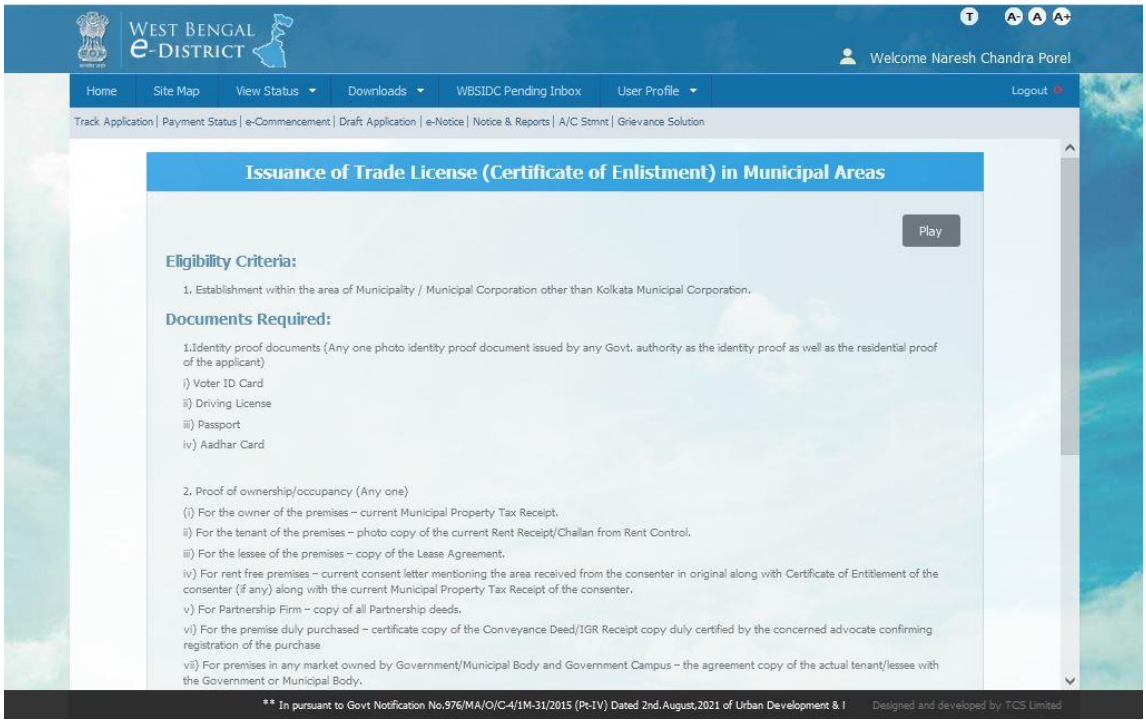


Figure 3: Instruction and Requirements of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

To proceed with the application the user needs to click on Apply button. The following screen appears.

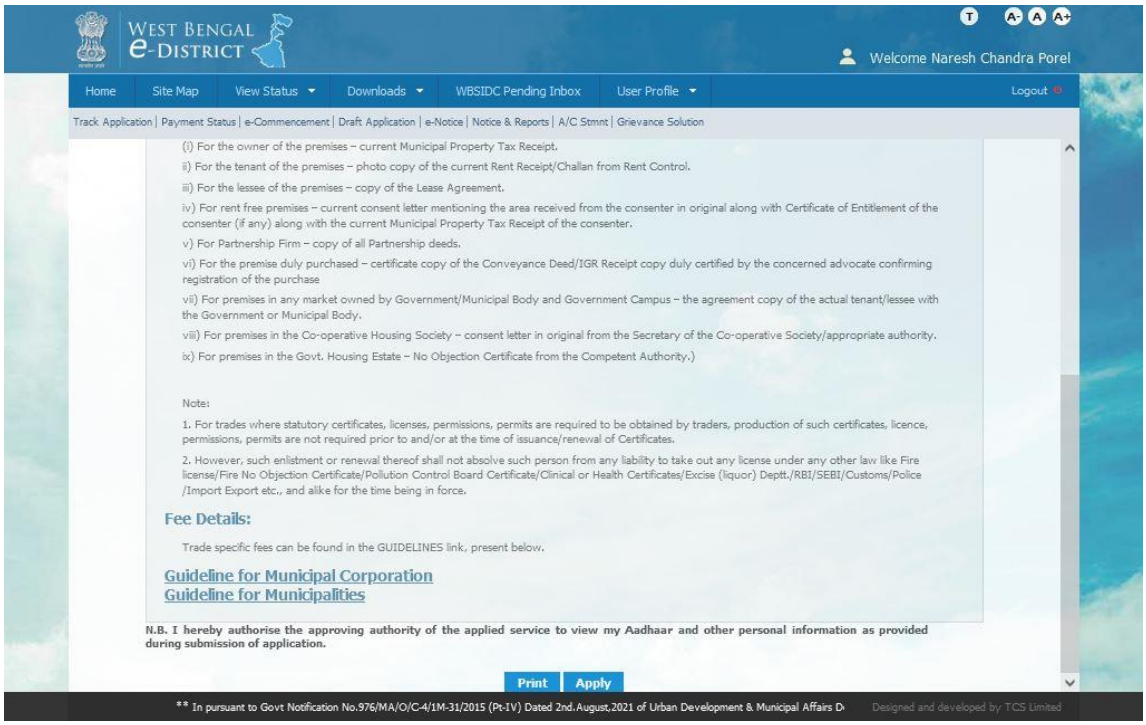


Figure 4: Applicants Applying for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

Upon clicking the ‘Apply’ Button the following screen appears:

2.4 Applicant's Basic Information

Applicant's Basic Information details like Full Name, Date of Birth or Inception, Age, Gender, Date of Application, Mobile No. and E-mail ID details are captured here.

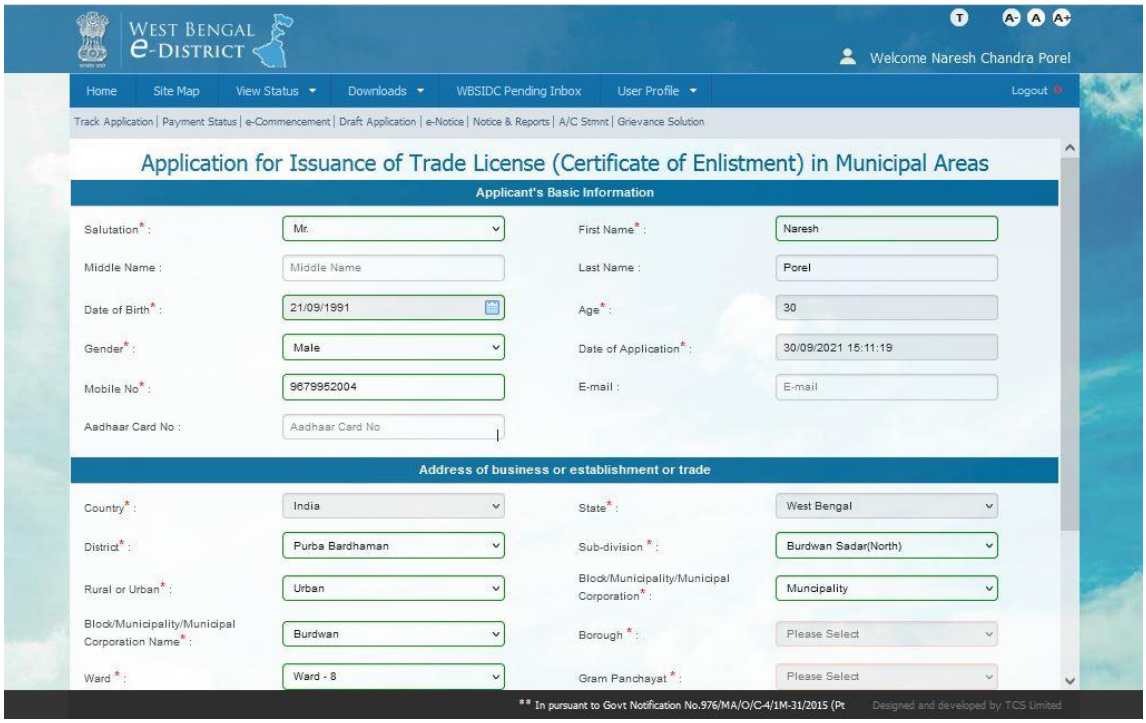


Figure 5: Applicant's Basic Information

2.5 Address of business or establishment or trade

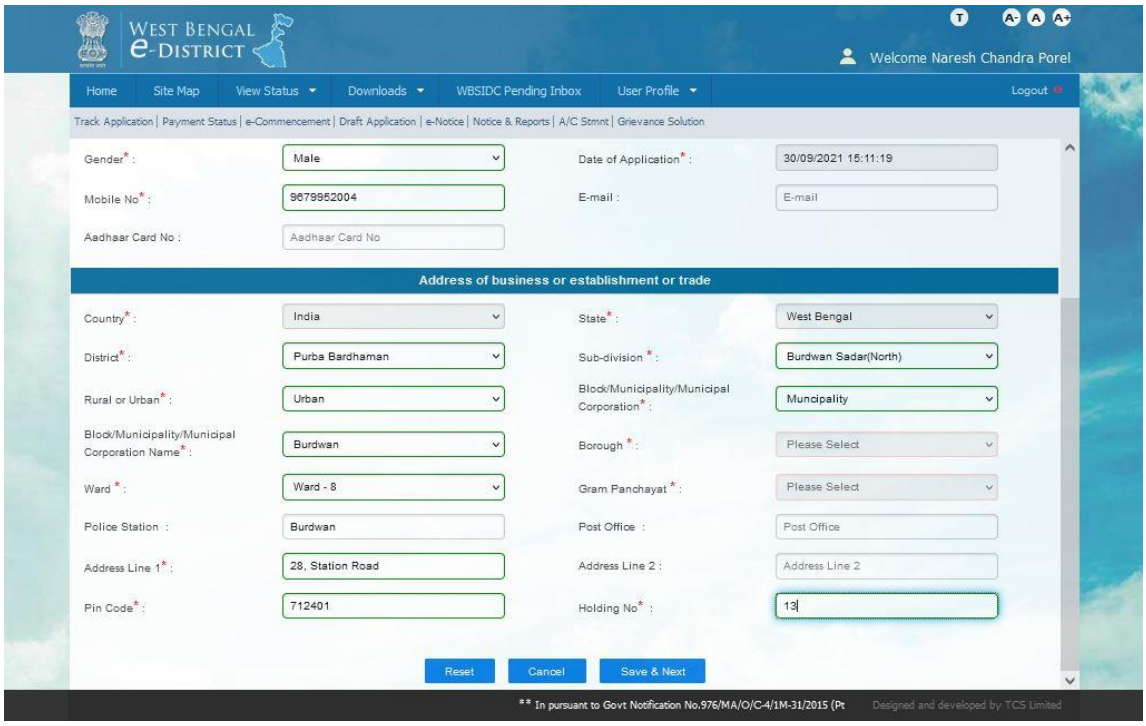


Figure 6: Address of business or establishment or trade

The complete address for trade or business etc. details is to be captured here.

- **Cancel**

The applicant will have to press this button in order to cancel the application.

- **Save and Next:**

  The applicant has to click this button to save the data entered and move to the next page.

2.6 Communication Address of the Applicant

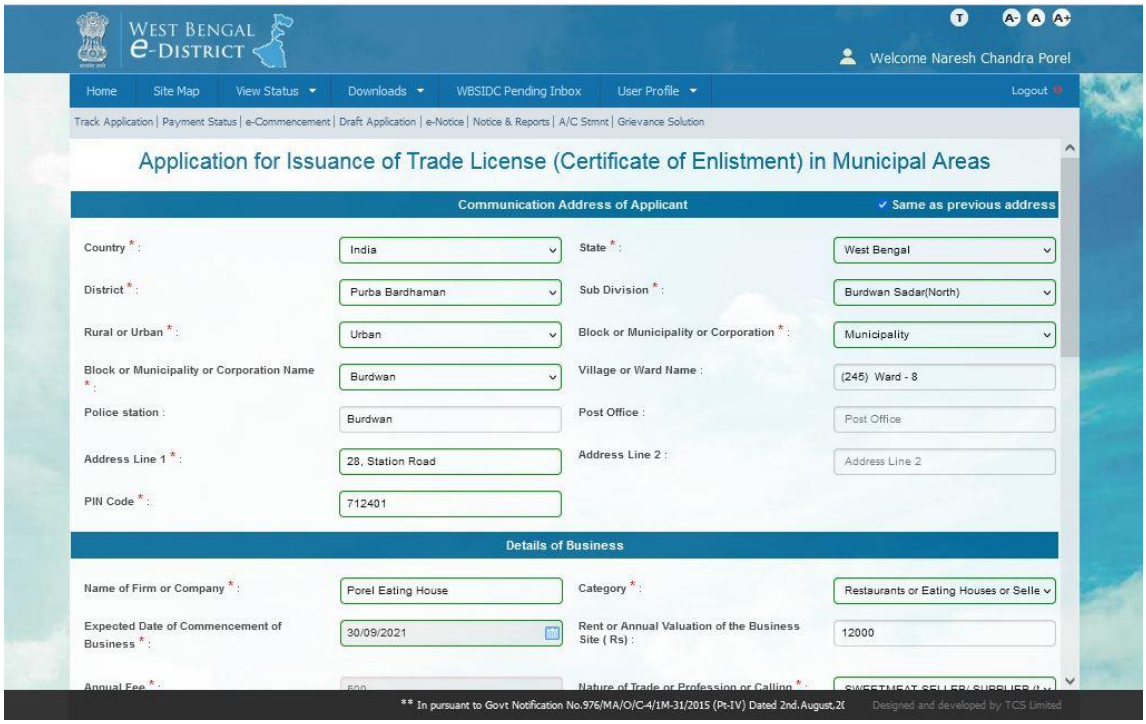


Figure 7: Communication Address of the Applicant

The complete communication of the Applicant like his Country, State, District, Sub-division, Rural or Urban, Name of Block or Municipality or Corporation, Police Station, Post Office along with Pin Code is to be entered here.

If Municipality is selected under Urban area then Ward No. is also to be entered. If Corporation is selected under Urban area then both Borough and Ward No. must be entered.

2.7 Details of Business

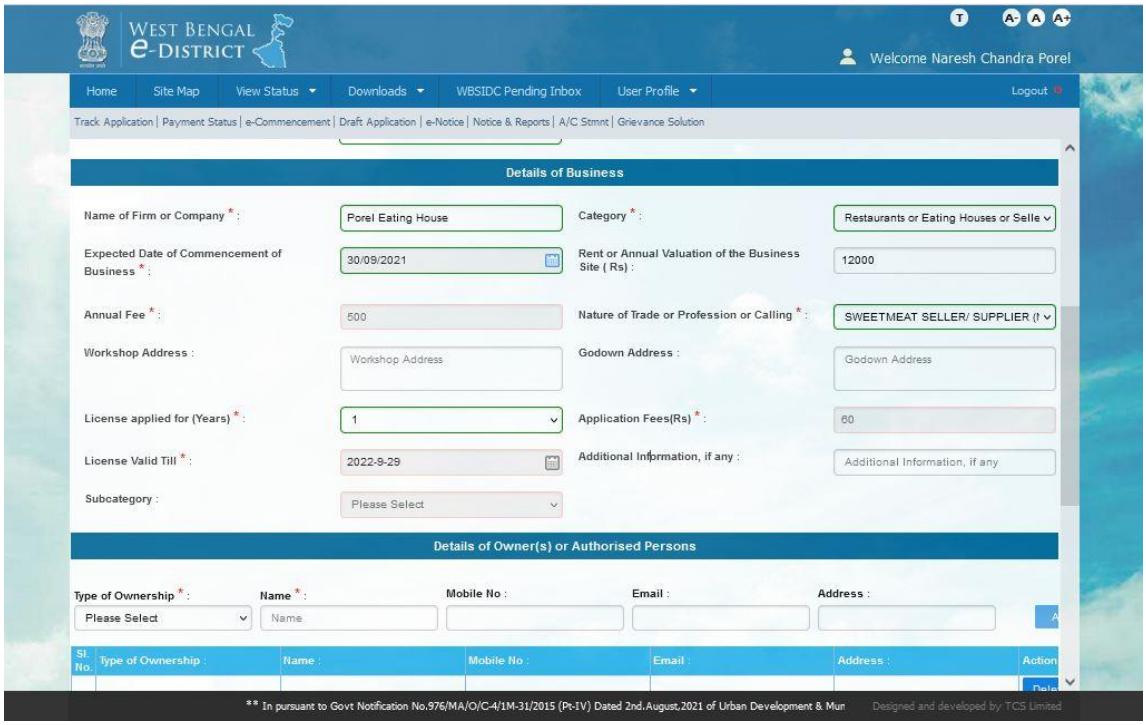


Figure 8: Details of Business

The user should enter the Details of Business here like the Name of Firm or Company, it's Category of Business, need to select the Expected date of Commencement of Business, Rent or Annual valuation of the Business site, Annual Fees, Nature of Trade or Profession or Calling, Workshop Address, Godown Address and License applied for (Years).

Fields which are mandatory has been highlighted in asterisk (*) mark. Drop-down list has been incorporated wherever applicable.

2.8 Details of Owner(s) or Authorised Person

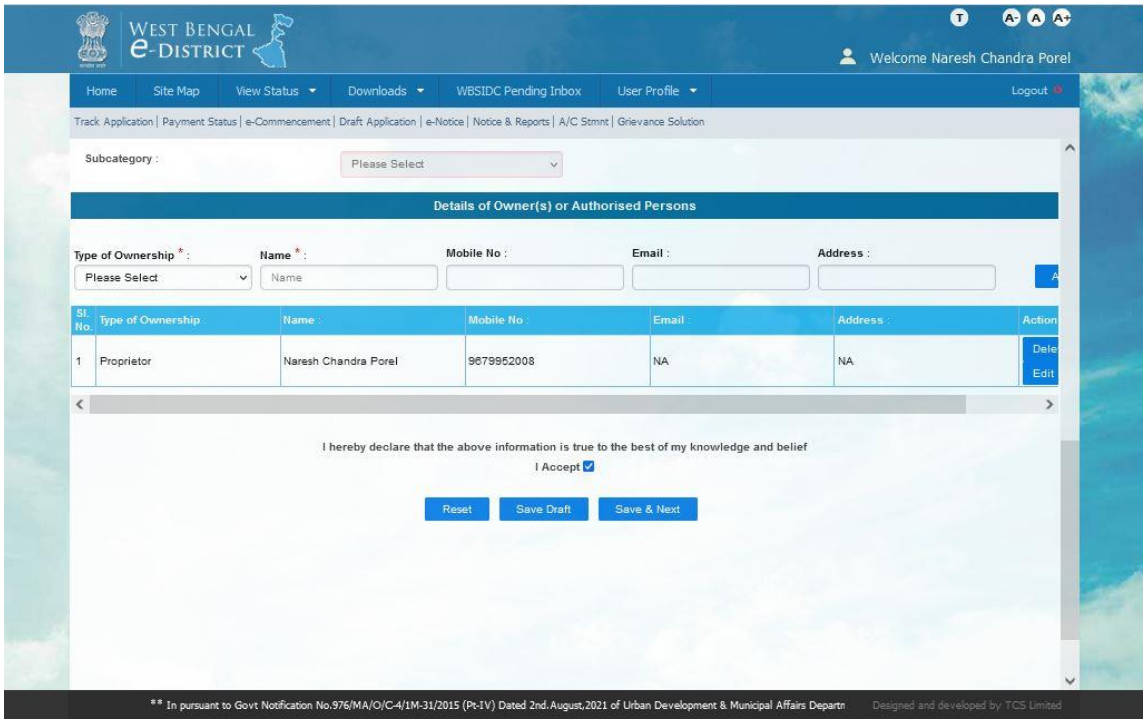


Figure 9: Property Tax and Details of Owner(s) or Authorised Person

The user needs to enter the details of owner or authorised person and 'Add' button is to be clicked thereafter.

The user has to click on the check box **'I Accept'** to provide declaration that the information provided in the application form is true to the best of his/ her knowledge and belief.

The User needs to click on **Save & Next** to proceed further with the Application process. The following screen appears.

2.9 Uploading of Supporting Documents

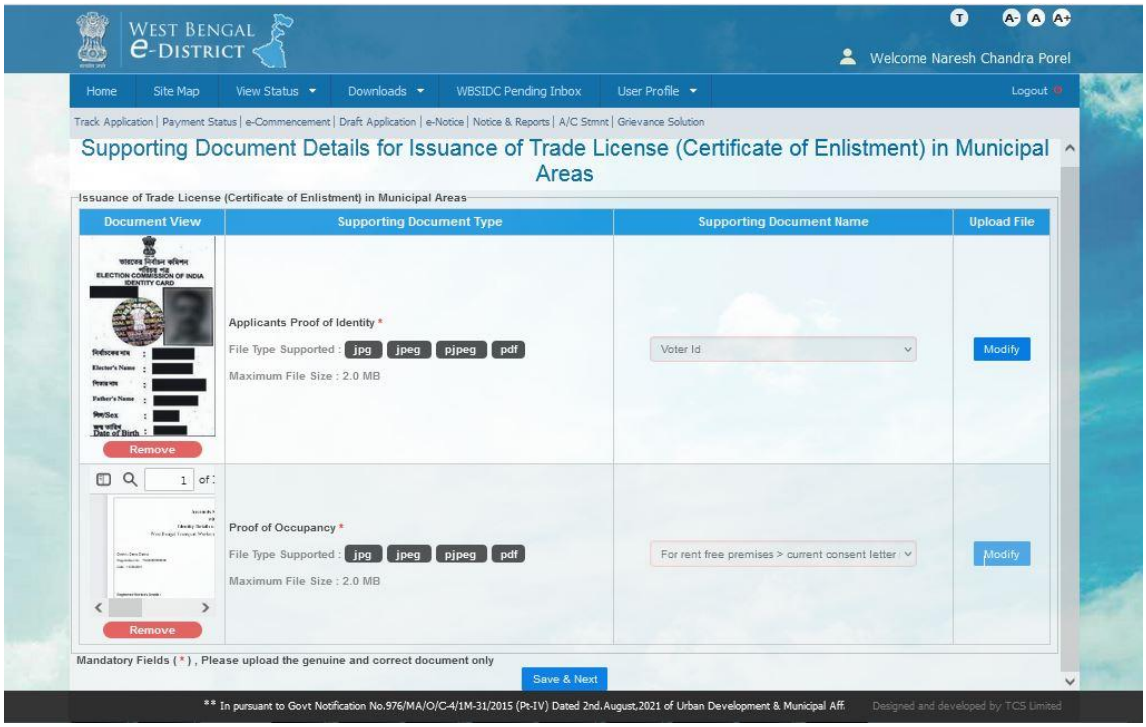


Figure 10: Uploading of Supporting Documents

The user can click on **Attach Supporting Document** in the previous page in order to upload or include the necessary supporting documents along with the application. Once the user selects the option the above screen is displayed.

All the mandatory documents are highlighted with the (*) asterisk symbol. The user needs to click on the '**Upload**' button and then select the necessary file to be uploaded and when all mandatory documents has been uploaded then click on '**Save & Next**'.

3 Final Application View and Final Submission

Once the uploading of all the necessary documents is complete and the user clicks on '**Save & Next'** to proceed the following screen appears:

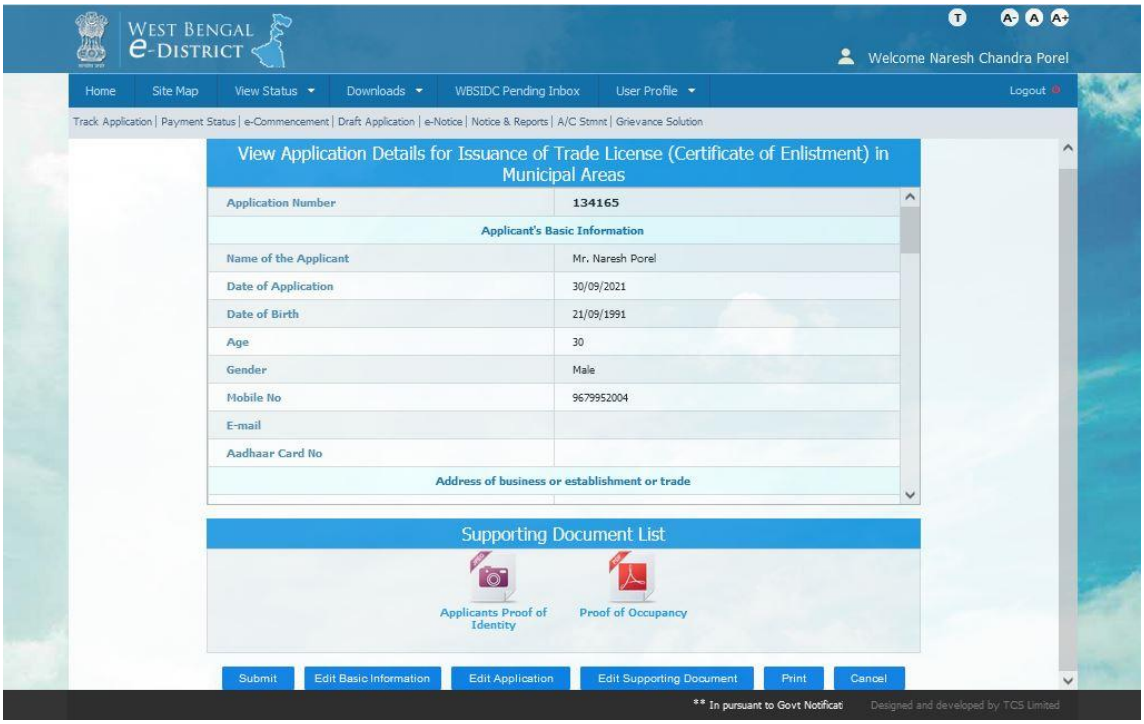


Figure 11: Final Application View

If everything is correct user needs to click on the '**Submit'** button to submit the application finally.
On Clicking on the '**Submit'** button, the application is submitted and the ***AIN no.*** is generated and displayed as shown below:

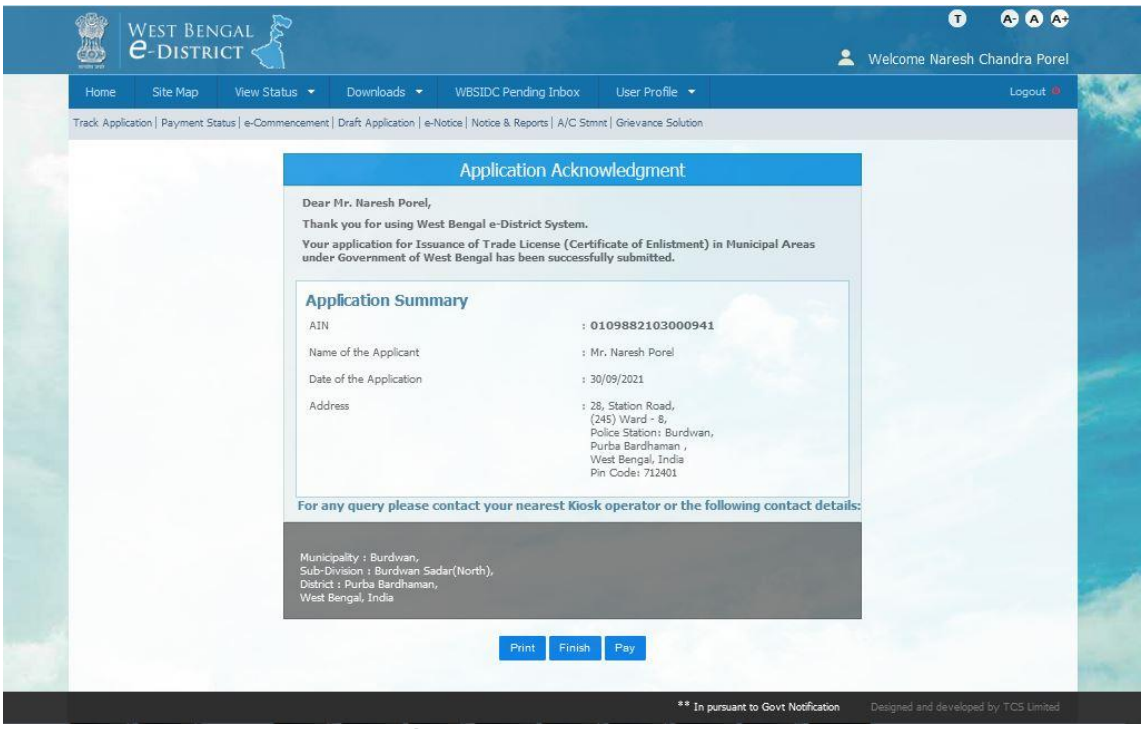


Figure 12: Generate AIN no.

The user should note down this '*AIN'* for all future references.
Now if you want to pay for Trade License click on 'Pay,". Otherwise if you want to pay later then click on 'Finish' button.

The user may opt to clear the payment of fees for **Trade License (Certificate of Enlistment)**. In that case user need to click on the '**Pay'** button and the following screen appears:

4 Payment of fees for Trade License (Certificate of Enlistment)

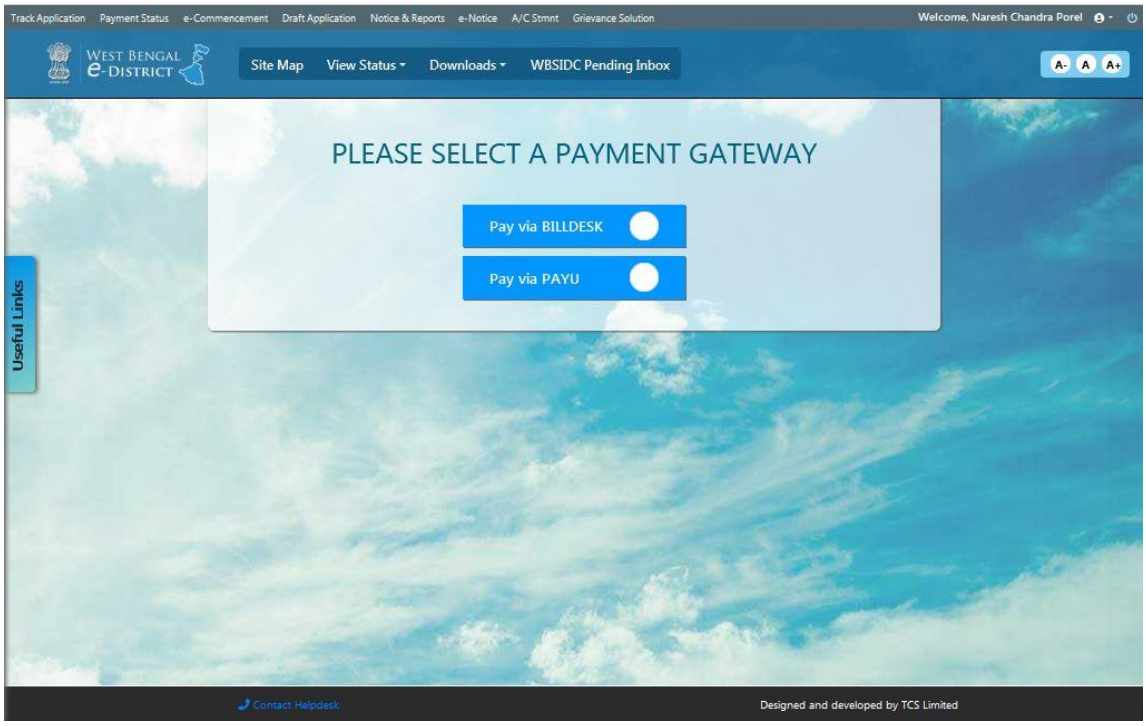


Figure 18: Payment Screen UD&MA eDistrict portal

Now, the option 'Billdesk' or 'PayU' is selected by the user for further processing.

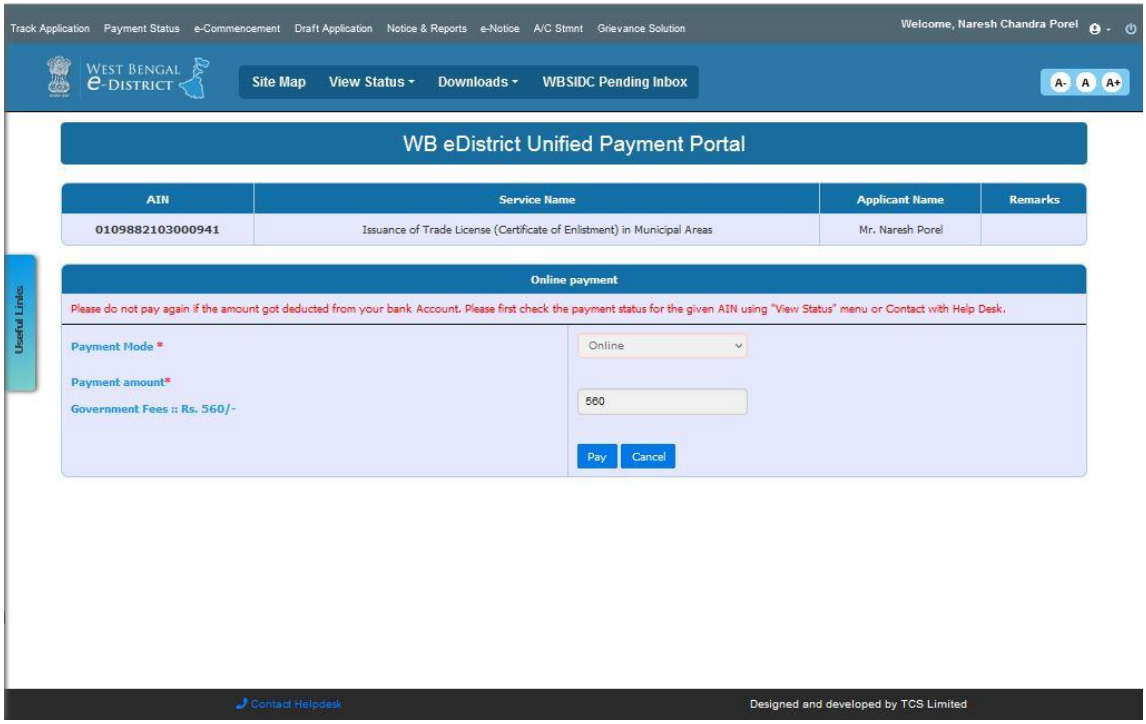


Figure 19: Payment Screen Online/Offline mode

In the Payment mode user needs to select the payment option like Credit Card/Debit Card or Net Banking. Then user then needs to select his/her Bank Name very carefully before proceeding further and providing confirmation thereafter.

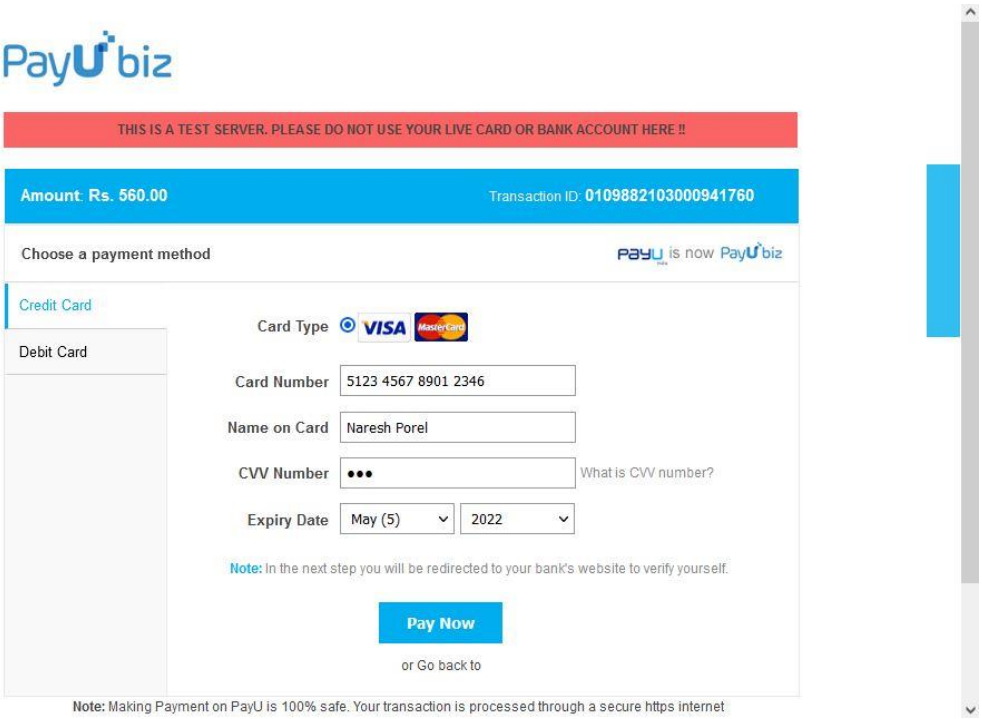


Figure 20: Choose a payment method

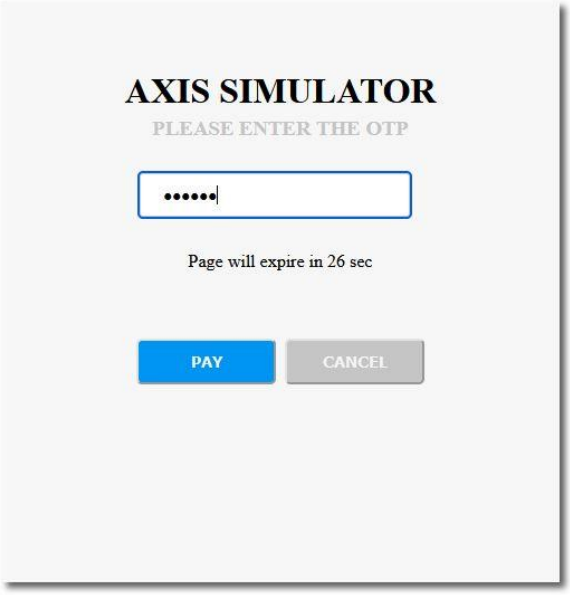


Figure 21: Enter OTP

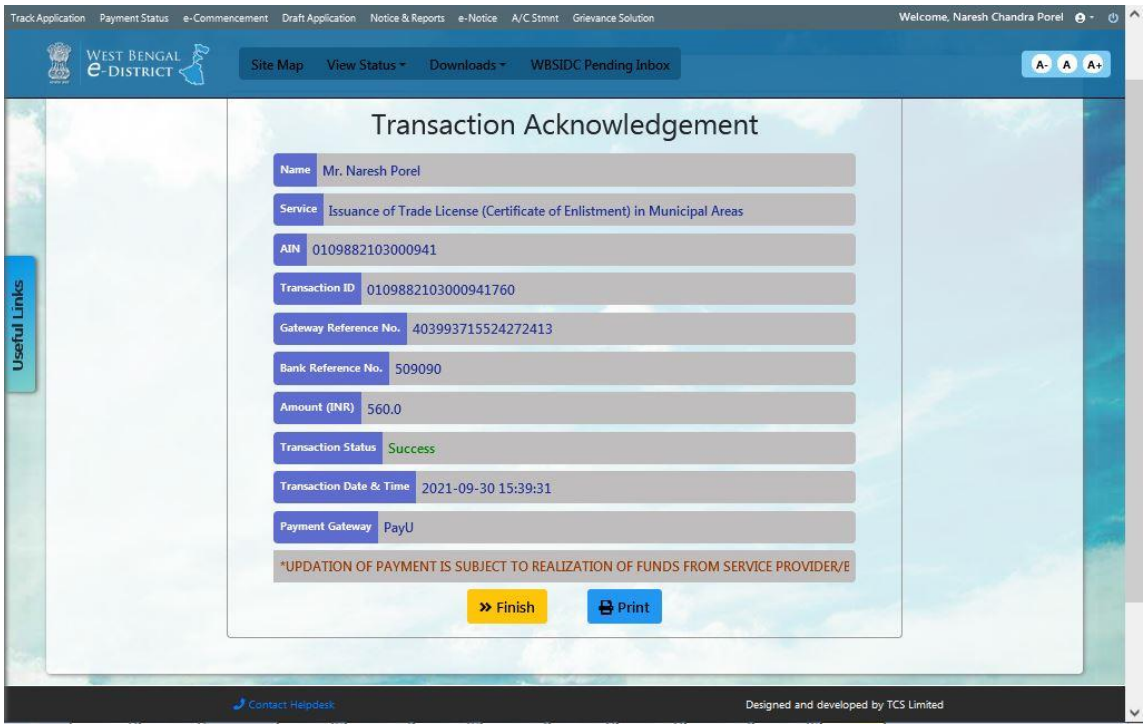


Figure 13: Transaction Acknowledgement

Once payment of fees is successful for Trade License(Certificate of Enlistment) the Payment Acknowledgement slip is generated and the user has the option to Finish or Print the same as per his/her convenience.

5 Getting the Certificate for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

After clicking the finish button, track application page will open.

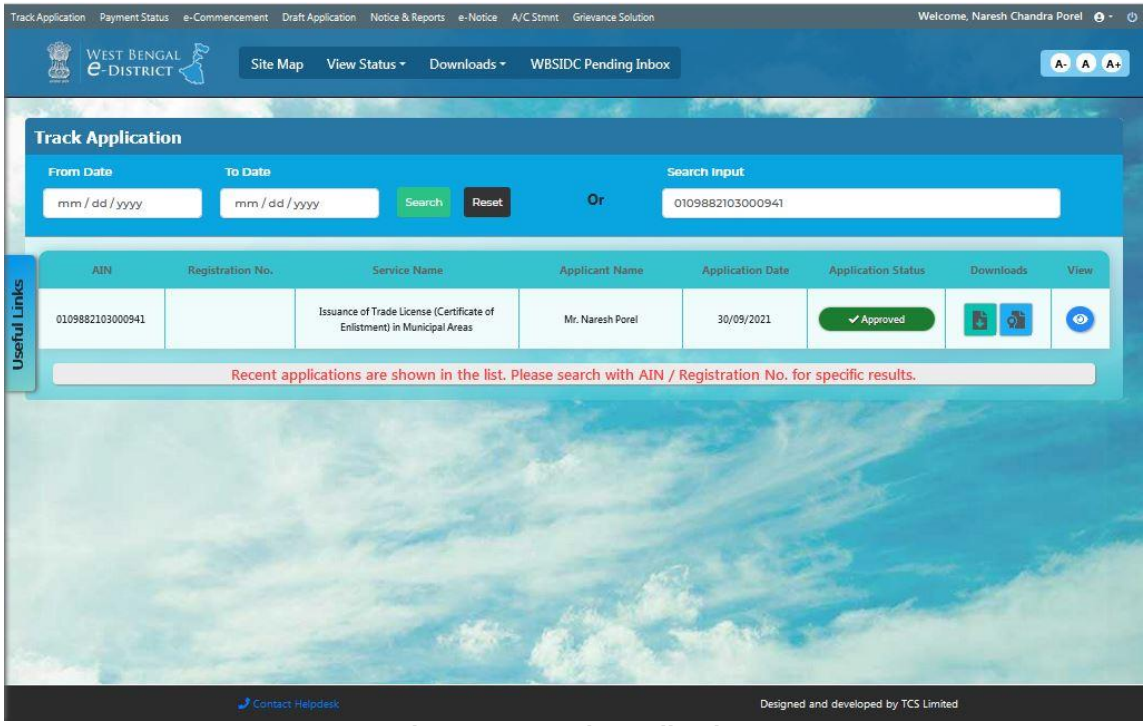
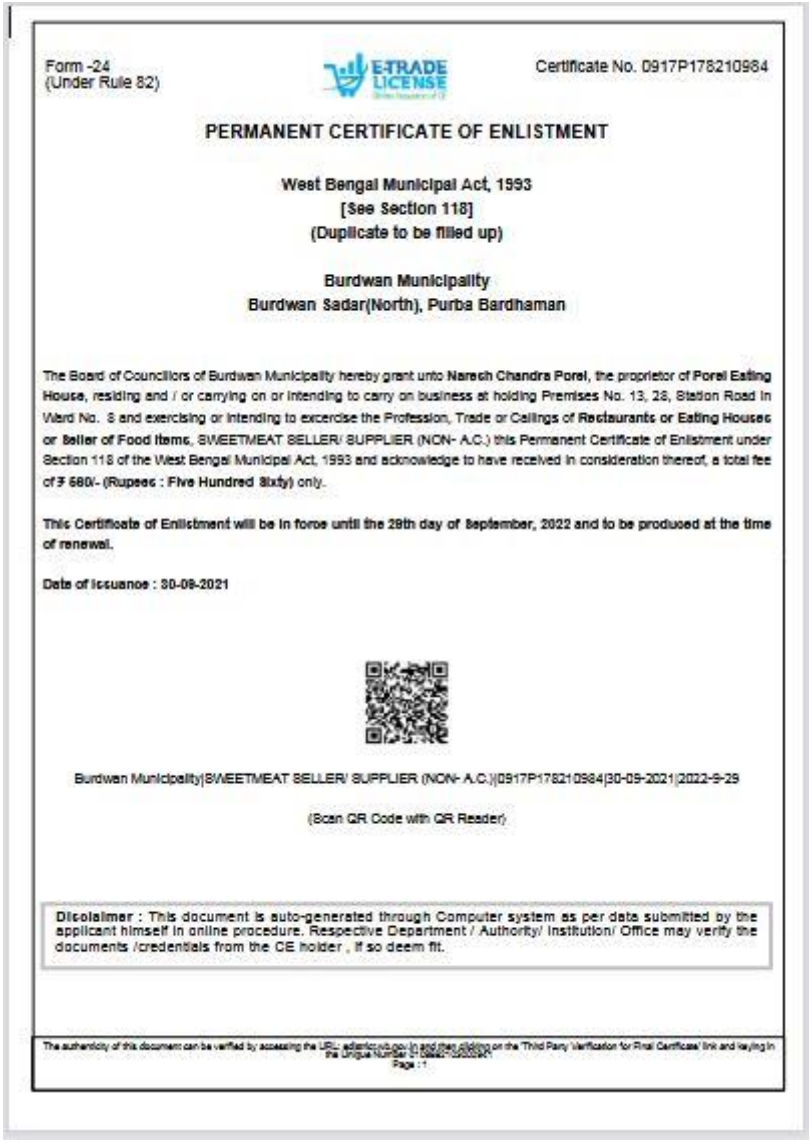


Figure 14: Track Application

Now to download the certificate, citizen needs to click on the download section.



Form -24
(Under Rule 82)

E-TRADE LICENSE

Certificate No. 0917P178210984

PERMANENT CERTIFICATE OF ENLISTMENT

West Bengal Municipal Act, 1993
[See Section 118]
(Duplicate to be filled up)

Burdwan Municipality
Burdwan Sadar(North), Purba Bardhaman

The Board of Councillors of Burdwan Municipality hereby grant unto **Naresh Chandra Porel**, the proprietor of **Porel Eating House**, residing and / or carrying on or intending to carry on business at holding Premises No. 13, 28, Station Road in Ward No. 8 and exercising or intending to excercise the Profession, Trade or Callings of **Restaurants or Eating Houses or Seller of Food Items**, SWEETMEAT SELLER/ SUPPLIER (NON- A.C.) this Permanent Certificate of Enlistment under Section 118 of the West Bengal Municipal Act, 1993 and acknowledge to have received in consideration thereof, a total fee of ₹ 680/- **(Rupees : Five Hundred Sixty)** only.

This Certificate of Enlistment will be in force until the 29th day of September, 2022 and to be produced at the time of renewal.

Date of Issuance : 30-09-2021

Burdwan Municipality|SWEETMEAT SELLER/ SUPPLIER (NON- A.C.)|0917P178210984|30-09-2021|2022-9-29

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Page : 1

Figure 15: Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

6 System Set-up

6.1 System Start up Parameters

NA

6.2 Master File Set-up

NA

6.3 Business Rules

As per the SRS

6.4 Print Set-up

NA

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